

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Administrative Assistant
Bureau of Engineering and Construction**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **MUST BE ON CERTIFIED EXAM LIST OR LATERAL TRANSFER**

Location: Bureau of Engineering and Construction – Newington Office

Job Posting #: 109406

Hours: 40 hours per week

Salary: Pay grade CL-19 (\$52,364 - \$67,762 annually)

Closing Date: September 17, 2014, 4:00 p.m.

There is an Administrative Assistant position opportunity available within the Division of Bridges in the Office of Engineering, Bureau of Engineering and Construction.

The selected candidate will serve as the Administrative Assistant to the Division Chief and will perform the full range of administrative and secretarial support functions. Duties include typing, researching and assembling information; developing spreadsheets; preparing reports and complex letters/memoranda; responding to constituent requests; editing correspondence prepared by others, acting for the Division Chief within defined limits of authority and assisting with activities related to day-to-day office operations; making travel arrangements; preparing travel authorizations and reviewing travel documents prepared by others; arranging and coordinating meetings; assisting in budget development and submission; screening and directing inquiries and correspondence for appropriate response and/or action. The nature and duties of this position require the incumbent to maintain a high level of confidentiality, dependability and professionalism.

Preferred Knowledge, Skills and Abilities: This position requires an advanced level of accountability, problem resolution ability and ability to communicate appropriately with a wide range of individuals at various levels inside and outside of the Department; considerable computer software skills (Word, Excel, PowerPoint and Outlook) and ability to learn new software; considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; considerable interpersonal skills; excellent oral and written communication skills; ability to schedule and prioritize office workflow; ability to operate standard office equipment; and ability to take notes (shorthand, speedwriting, or other method acceptable to the Division Chief). Experience in a construction and/or engineering environment and familiarity with engineering documents is preferred. Knowledge of Department and/or Division policies and procedures, and relevant education is also preferred.

Eligibility: In order to be considered for this opportunity, candidates must be on a current Administrative Assistant examination list promulgated by the Department of Administrative Services. State employees currently holding this title or those who have attained permanent status since their last date of hire may apply for lateral transfer.

Application Instructions: Submit a cover letter which states your interest and suitability for the position, and whether you are on a current Administrative Assistant exam list or hold/have held the title, application (State of CT form CT-HR-12), resume, and copies of last two service ratings (State employees only) to:

Department of Transportation
Office of the Chief Engineer
2800 Berlin Turnpike,
P.O. Box 317546,
Newington, CT 06111
Attn.: Ms. Brenda Civiello

Applications must be received by the closing date and time listed above. Late and incomplete application packages will not be considered. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. Due to the large volume of applications anticipated, we are unable to confirm receipt or respond to calls/emails about the status of the recruitment process. Please refrain from contacting us for this purpose.

Refer to the DAS website at www.das.state.ct.us/HR/Jobspec/JobSearch.asp for job specification requirements. The candidate pool resulting from these interviews may be used to fill future Administrative Assistant positions in the Office of Engineering within one year. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.